How to Search the Online Catalog

This video will show you how to search our online catalog, where you can search for books, ebooks, DVDs, and other resources in our collection.

To get to the online catalog, you must first get to the library website. You can do that by hovering your mouse over the ACADEMICS menu on the Bainbridge State College homepage, where you get a drop-down menu. You can then just scroll down to Library and click on that link.

Once you’re on our website, you’ll see a search bar labeled Primo/GIL-Find. This is our online catalog, where you can just go ahead and type in whatever search term you might want. I’m going to do a search for Robert Frost. If I wanted to, I could put quotation marks around his name to search the words as a phrase, but I’ll just leave the quotation marks out for now.

So this is our results list. It tells you that there are 136 search results in our collection. If I thought that were too many, I could actually go back and add in the quotation marks around his name and search Robert Frost as a phrase as opposed to two separate words. So you can see that now I have 95 search results.

Near the top of our results list, you’ll see two categories: Available in the Library, which there are 37 resources, and Full Access Online, which there are 57 resources. If you wanted to look at a resource that you could potentially check out and take home with you, you could click on Available in the Library. Or, if you were doing research at home or, you know, didn’t want to check something out, you could click on Full Access Online, and you’ll only be looking at those 57 resources. Just remember, though, that our electronic resources require the current GALILEO password if you want to access them off-campus.

On the left-hand side of the screen, there is a Refine My Results column. Underneath Format you can see that we have 92 Books, and those are going to be both print books and electronic books. You can also see that we have 3 Audio Visual materials, which might be a CD, a DVD, or even a VHS. If I scroll down a little, I’ll see some different Locations. Where it says Main Campus Books, those are the 30 print books in our collection that you can actually check out from the Bainbridge library. You can check out books for a total of 28 days at a time. We also have some books in Early County, and then we have some CDs and some reference books, and if you click on the More options, you’ll see all the different Locations. Now these are only for our tangible resources that can be checked out and not our ebooks, obviously, because all of our ebooks are located online. If I scroll down a little bit farther, I’ll see this Author/Creator section, and you can see that Robert Frost, or Frost, Robert, is our main creator, or main author, since we did our search on Robert Frost. If I wanted to only bring up materials that he wrote, as opposed to, you know, a criticism or a literary analysis of some of his poetry, I could click on Robert Frost, and then I’d only be looking at the 9 resources in our collection that he actually wrote.

If I scroll back up and look more to the right, near the top of our search results, you’ll see this Sorted by. It’s actually a drop-down menu. You can see the default is Relevance because we obviously want the search results that are the most relevant to what we are looking for, but you can also resort your searches based on the age of the material, so if you wanted newer resources or older resources. You can also sort by Popularity, Author, and
by Title. So if I click on Date-newest, you can see that my first search result was published in 2016. My second search result was published in 2015, so obviously we’re looking at the results that are the newest first.

Now I’m going to show you how to look at an ebook, which is going to be this second result. You can see where it says Online access, so if I click on View It, I’ll get the option to view this ebook either through EBSCOhost Academic eBook Collection or EBSCOhost eBook Community College Collection. I’m just going to go ahead and click on my first option, and if I am using a Bainbridge State College computer, I will be taken straight to the resource, but if I’m off-campus, maybe if I’m doing research at home, I’ll actually have to input the current GALILEO password just to prove that I either attend Bainbridge as a student or I’m one of the employees and that I have—I’m allowed to have access to this resource. If you didn’t know what the current GALILEO password was, because it does change every semester, including in the summer, you can actually log in to your library account, which you can access through our online catalog, and you’ll be able to see what the current GALILEO password is. So over here on the left-hand side, I have this PDF Full Text option, and when I click on that, I actually get taken straight to the book. You can see Robert Frost & the New England Renaissance is the title of the book. My Table of Contents is over here on the left-hand side of the screen, and, if I wanted to, I could click on any of these links, for example PART THREE: Mainly Emerson, and it’ll take me straight to that section. There are also these arrows at the bottom of the page, and, if I click on those arrows, you know, I can go from page to page in the book. And don’t forget to scroll down to make sure you’re reading all of the information on each page.

So now I’m going to go back to our catalog so that I can look at one of our print books, so I’m going to scroll down until I get to this fifth book. If I click on the title of the book, I’ll be taken to the record page, and if I actually wanted to check out this book, I would need to write down this call number. It is located in parentheses to the right of the location of this book, which is the Main Campus Books. Well, in order to find this book out in the stacks, I would need to write down that entire call number. You can see it starts with PS121 and then ends in 2015, which will be the date that this book was published.

Over on the right-hand side of the screen, there are these Links that have additional information. For instance, I can click on this link that says This item in Amazon.com, and I’ll actually be taken to the Amazon page for this book if I wanted to find more information or maybe purchase my own copy. I can read some reviews that other Amazon purchasers have written.

Now, very important thing if you are actually using this resource for a paper or project in your class, you need to make sure that you cite it. You have to include either a bibliography or a works cited page, and our catalog will actually bring up a citation for you, so you don’t have to do it all yourself. On the far right, there is this Actions menu, and when I click I get all of these different options. If I click on Citation, you can see there is an APA, a Chicago, and an MLA citation for this particular book. Since Robert Frost—you know, he’s an author; he’s a poet—you’ll probably be talking about him mostly in an English class, where you use the MLA citation style, so if I click on that tab, here is my citation for this book. If I click on Select Citation Text, it will go ahead and highlight the citation for me, and then I can actually copy and paste that into a Word document if I’m already working on my paper.

REMEMBER TO CHECK CITATIONS FOR ACCURACY BEFORE INCLUDING THEM IN YOUR WORK!